



## City of Hampton

October 18, 2004

### MEMORANDUM

**TO:** All Departments  
**FROM:** Dianne R. Foster, Director of Human Resources  
**SUBJECT:** 2005 Holiday Schedule

The following listed holidays will be observed by the City of Hampton employees in the calendar year 2005:

<u>Holidays</u>	<u>Dates City Offices Closed</u>
New Year's Day	Observe Friday December 31, 2004 Actual Saturday January 1, 2005
Martin Luther King, Jr. Day	Monday, January 17, 2005
President's Day	Monday, February 21, 2005
Memorial Day	Monday, May 30, 2005
Independence Day	Monday, July 4, 2005
Labor Day	Monday, September 5, 2005
Veteran's Day	Friday, November 11, 2005
Thanksgiving Day	Thursday, November 24, 2005
Christmas Day	Observe Monday, December 26, 2005 Actual Sunday, December 25, 2005
Employee's Birthday	Date of Employee's Birth (May be taken on another regular work day during the 2005 calendar year with management approval)

Personnel designated by their Department Heads who work in operations which must be continuously maintained regardless of holidays, shall observe the actual legal holidays for pay purposes.

DEPARTMENT OF HUMAN RESOURCES  
22 LINCOLN STREET, HAMPTON, VIRGINIA 23669-3522

"All America City"